



# Riverdale Public Library District

208 West 144<sup>th</sup> Street, Riverdale, IL 60827

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Email: [rds@sls.lib.il.us](mailto:rds@sls.lib.il.us)

To: Community schools, child care and programming agencies

From: Adelle Swanson, Administrative Librarian

RE: Group visits to Riverdale Library

Due to the loss of revenue as a result of the Acme Steel bankruptcy, the Riverdale Library no longer has a Youth Services Librarian to provide community agencies with the level of service that we have provided in the past. The Library Board has adopted the attached policy to enable us to be a better partner with others in the community who are providing services to children.

This policy is based on the fact that while the Library no longer has a Youth Services Librarian, we do have a facility and materials that can be of use to others serving the children in our community. The policy puts the responsibility for the library orientation on the group leader/teacher. As part of our new orientation requirement, the group leader/teacher will learn of a number of general Library policies that may affect the services available to the group.

To avoid multiple groups using the Library at the same time, we have instituted a registration procedure. To provide a positive environment for the children as well as the regular customers served by the Library, we have set minimum levels for supervisory staff.

For those who may be tutoring 1 – 3 students, the attached policy does not apply. Tutors are welcome to use the Library at any time as long as other users are not disturbed.

If you have any questions about this policy, please contact Adelle Swanson, Administrative Librarian. If you would like to register for an orientation prior to bringing a group, please contact Arlene Mallek, Public Services Librarian.

## Use of the Library by Groups

- Because the Library does not employ a Youth Services Librarian, teaching Library skills must be self-directed by the group leader/teacher in charge of the class.
- Group requests will be handled by the Public Services Librarian.
- An orientation for the group leader/teacher must be scheduled with the Reference Librarian prior to the group's visit. The Library owns 3 videos on Library use that are available for check-out to use prior to the visit.
- There is floor space available for group use in the Youth Services area. There are no chairs.
- The Multipurpose Room/Computer Lab is not available for group use.
- Programming (ie videos, arts & crafts, etc.) is no longer available as part of the visit

The following information should be verified prior to a group visit:

Name/affiliation of group/class

Name of group leader/teacher

Telephone number

Date(s) of visit (1 week advance notice)

Length of visit (generally 30 minutes unless other arrangements are made in advance)

Date of orientation with Reference Librarian

Number of young people/students in the group (40 maximum)

Number of supervisors age 16 and over (1 supervisor required for each 10 children with a minimum of 2 supervisors required for any visit)

Adopted and effective August 19, 2002

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